

**Cancer Institute NSW**

# **Early Carer Fellowships and Career Development Fellowships**

**Frequently Asked Questions**

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## Contents

1.	Administering Institution	3
2.	Budget	3
3.	Career Disruptions	3
4.	Commencement Date	4
5.	External Grants	4
6.	Fellowship Categories	4
7.	PhD Candidates	4
8.	Supervisor	5
9.	Supporting Documents	5
10.	Visas and Residence	6

## 1. Administering Institution

### **If my Administering Institution is not listed on the Cancer Institute website, am I still eligible?**

No – all applicants must be endorsed by an Administering Institution registered with the Cancer Institute NSW. Please see the [Cancer Institute NSW](#) website for the list of registered Administering Institutions and instructions for how to register as an Administering Institution.

## 2. Budget

### **Can I use funding from my Fellowship grant to pay for a Research Assistant?**

Yes, but this cost must come from the project costs, and not the salary costs. The salary costs may only be used for the salary of the Fellow.

### **If I apply as a Category 2 researcher (clinician-researcher, at least 0.6 FTE research), can I only claim \$60,000 for salary?**

Salary funding will be adjusted pro rata against the regular salary rate for the Fellow (e.g. 0.X FTE of \$X salary amount). However, the salary funded by the grant cannot exceed \$100,000 per annum.

For example, if the regular salary for the research position is \$166,000 per annum and the Fellow is applying as 0.6FTE research, \$99,600 may be requested for salary.

If the salary is \$120,000 per year, the Fellow may only request \$72,000 per annum.

### **Are project costs also adjusted pro rata for Category 2 researchers?**

No, project costs are not adjusted pro rata for Category 2 researchers. A Category 2 researcher may still request \$100,000 in project costs on top of salary costs.

### **Does the maximum cap of \$100,000 per annum for salary include on-costs?**

The \$100,000 cap on salary includes on-costs. Applicants cannot request anything over the \$100,000. Please liaise with your Administering Institution to further discuss on-cost arrangements and ensure that any details of covering these costs are included in the AI endorsement letter.

## 3. Career Disruptions

### **What constitutes a career disruption?**

Career disruptions refer to significant time periods where you were not undertaking work related to your research/clinical areas of focus, e.g. parental leave, carer's leave, extended sick leave. Career disruptions are agreed upon between the Administering Institution and the applicant, and these must be outlined in the letter of endorsement from Administering Institution. Please see

the Cancer Institute NSW [Career Disruption Guidelines](#) and [Career Disruption Calculator](#) for further information.

## 4. Commencement Date

### **Is there a set start date for successful awards from the current funding round?**

Successful applicants must commence the grant between 1 January and 1 June the year following the submission of the application. Amendment to this start date will be considered only in extenuating circumstances.

## 5. External Grants

### **Can a Fellow hold a Cancer Institute NSW Fellowship and external project grant concurrently?**

Yes, Fellows may hold an external project grant whilst holding a Cancer Institute NSW Fellowship if there is no overlap in the activities that the two grants are funding. The external grant cannot provide salary support.

### **Can a Cancer Institute NSW Fellow request to receive only project costs and instead receive salary from an external grant?**

No, the purpose of the Cancer Institute NSW Fellowship is to provide salary support to early and mid-career researchers. A Fellow cannot request to receive only project costs from the Institute's Fellowship.

## 6. Fellowship Categories

### **Can a Category 1 Researcher request to undertake the Fellowship part time?**

No. The Fellowships are a full-time scheme (1FTE), and Category 1 researchers are expected to undertake the fellowship full-time and within three years.

## 7. PhD Candidates

### **I am a PhD Candidate – do I need to be employed in NSW?**

A PhD Candidate does not need to be employed in NSW at the time of applying for a Cancer Institute NSW Fellowship. However, evidence must be provided that if the PhD Candidate is successful in attaining a Fellowship, it will be undertaken at a research organisation located in NSW. This may be provided in the Administering Institution endorsement letter and submitted as part of the application.

## 8. Supervisor

### **Do I name the supervisor I am currently working under or the supervisor who will be overseeing the fellowship project?**

You must name the supervisor who will be supervising the project outlined in the grant. Please ensure that the supervisor endorsement letter is from the proposed grant project supervisor, and not the supervisor you are currently working under.

### **Can my supervisor be someone I have not yet worked with?**

Yes, you can name a new supervisor on your grant application.

### **Can I nominate more than one supervisor for my application?**

Applicants may nominate more than one supervisor. Whilst only one supervisor can be listed in the application form, each supervisor must provide a letter of support and CV.

### **What should be included in the supervisor's letter of support?**

There is no specific information that is requested in the Supervisor letter; however, this document is assessed by the reviewers as part of the application.

Previous letters include details about the prospective Fellow's achievements, why the Fellowship may be beneficial to their career, how the Supervisor will support the applicant, why the Supervisor is best placed to support the applicant, etc.

### **Is there a limit to the number of applicants a supervisor supports?**

No, a supervisor may support as many Fellows they would like.

## 9. Supporting Documents

### **Who should the AI and supervisor letter of endorsement be addressed to?**

There is no formal requirement as to who the letters should be addressed to. However, it may be addressed to "the CINSW Grants Review Committee".

### **Is there a naming convention and preferred format for supporting documents?**

Yes. Please submit all supporting documents as PDF files, and please name each document as below:

- 2\_Data and figures (if relevant)
- 3\_Letter of endorsement from Administering Institution
- 4\_Career Disruption Calculator (if relevant) [can be submitted as Excel format]
- 5\_Letter of support from Supervisor
- 6\_Other organisation support letters (if relevant)
- 7\_Current CV of Fellowship applicant
- 8\_Current CV of Supervisor

If you have several documents under one category (e.g. several letters of support), please add a letter after the number (e.g. 6a Organisation 1 letter of support, 6b Organisation 2 letter of support).

If you do not have a document for any category (e.g. no other organisation support letters for category 6), please skip the number but ensure that the next document is numbered as per the list above (e.g. 7 CV of Fellowship applicant).

### **Is there a page limit or template for CVs?**

CVs must not exceed 4 pages. There is no preferred template for CVs.

### **Are there any limits to the number of documents that can be attached to an application on the Grants Management System (GMS)?**

There are no limits to the number of documents that can be attached to an application. However, there is a limit to the file size that can be uploaded (50Mb).

## **10. Visas and Residence**

### **I am not an Australian citizen but am currently employed in NSW. Are there any specific visa types that must be held in order to be eligible for the Early Career Fellowships or Career Development Fellowships?**

There is no specific visa type that must be acquired by applicants who are not Australian citizens. However, if successful, the Fellow will need to remain employed in NSW for the duration of the funding period and will need to ensure that the most appropriate working visa is in place.

Please seek advice from your Administering Institution Contact or Research Administration Office in the first instance as they will need to endorse your application and ensure that you are employed within NSW for the duration of the grant.